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ABSTRACT

This document contains materials necessary for setting up a McGruff House Program in a neighborhood community. A McGruff House is described as a temporary haven for children who find themselves in emergency or frightening situations such as being bullied, followed, or hurt while walking in a neighborhood. It is noted that persons who volunteer their homes as McGruff Houses agree to provide emergency assistance for children as they go to and from school and play in the area, including telephoning appropriate authorities for help; reassuring and helping frightened or lost children; assisting children with medical emergencies; helping children who are in fear of becoming victims of personal crimes; and reporting crime to law enforcement officials. It is emphasized that McGruff Houses are not places where children can use the bathroom, get something to eat or drink, warm up or cool down; nor are they escort or babysitting services. The handbook outlines the steps necessary to start a McGruff House program. Included are sections on recruitment, application and screening, processing the approved applications, training, promotion, and monitoring and maintenance. Sample letters and forms which communities can use are provided. Key precepts about record checks, signs control, and program review are provided as unchangeable, while handouts and samples are free to be adapted to local needs. The handbook stresses the need for a school-law enforcement-parent partnership. Names and addresses for further information are given. (NB)

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Starting a McGruff House Program In Your Neighborhood

The McGruff House Start-Up Kit Includes

✓ this manual
✓ reproducible sheets

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Welcome to the McGruff House Start-Up Kit

We are delighted that you are interested in bringing a McGruff House Program to your community. The program was created in 1982 by the Utah Council for Crime Prevention, working with the National Crime Prevention Council, to provide a uniform means of assisting Utah children in emergencies.

The program has grown remarkably. Four states -- Washington, Minnesota, Utah, and New Mexico have already legislated McGruff as their statewide block house symbol. Crime prevention practitioners, concerned parents, teachers, and school officials in various states from Oregon to Florida have provided comments and insights on program process and development over the years. Their help is gratefully acknowledged.

This handbook outlines the steps necessary to start a McGruff House program and to maintain its vitality. It also provides sample letters and forms which communities can use "as is" or adapt to their needs.

These procedures and the forms provided are by and large for your guidance. There are key precepts about record checks, signs control, and program review which you should regard as unchangeable. But conditions in communities differ, so consider your local needs in using handouts and samples.

From the start your partnership should include school, law enforcement, and parents. Assess from from the information we have provided whether the program is right for your community. If so, welcome to the McGruff House family!

For further information and technical assistance contact:

Tibby Milne, Director
Utah Council for Crime Prevention
4501 South 2700 West
Salt Lake City, Utah 84119
801/965-4587

For further information on crime prevention programs for children, teens, and communities, including drug abuse prevention:

National Crime Prevention Council
733 15th Street, NW, Suite 540
Washington, DC 20005
202/393-7141

KIT CONTENTS

Start-Up Booklet

What's A McGruff House?
To Get Your Program Under Way
Recruitment
Application and Screening
Processing the Approved Applications
Training
Promotion
Monitoring and Maintenance

Reproducible/Sample Attachments

Help Our Kids Flier
Sample Press Release
Applicant Letter
Applicant Log
McGruff House Rules
Law Enforcement Application Register
McGruff House Event Log
Kid's Phone Numbers Card
McGruff House Emergency Numbers
McGruff House Operating Guidelines
Checklist for Parents
McGruff House Application Form
Sample Acceptance Letter
McGruff Sign Checkout Form
History of McGruff House
Good Samaritan Laws Article
Coloring Sheet For Kids
McGruff House Maze For Kids

What's a McGruff House?

A McGruff House is a temporary haven for children who find themselves in emergency or frightening situations such as being bullied, followed, or hurt while walking in a neighborhood.

A McGruff House provides a sense of security and a source of emergency aid. It is not an escort service or a guarantee of safety but rather a place for a short-term interaction between an adult helper and a child needing assistance. An effective McGruff House program demonstrates that the community accepts a shared responsibility to watch out and help out on behalf of all its children.

What Does a McGruff House Participant Do?

Individuals who volunteer their homes as McGruff Houses agree to provide the following types of emergency assistance for children as they go to and from school and are at play in the area:

- Telephone appropriate authorities for help.
- Reassure and aid children who are frightened or lost.
- Assist children who have medical emergencies by getting appropriate attention.
- Assist those who are in immediate fear of becoming victims of personal crimes or thefts, child abusers, gangs, or bullies.
- Report crime to law enforcement officials and provide descriptions of vehicles and suspects when possible.

The McGruff House participant **does not**:

- Personally provide first aid or administer medications, except in extreme emergency situations and then only if qualified.
- Act as an escort service.
- Assume the role of neighborhood supervisor.
- Enforce laws.
- Provide toilet facilities.
- Provide a place to "warm up" or "cool down."
- Provide babysitting services.
- Provide food or beverages.
- Guarantee safety.

Why a McGruff House?

What makes McGruff Houses different from other block parent programs?

First, McGruff. The Houses display a symbol - McGruff, the trench-coated spokesdog for crime prevention - recognized by 99% of America's children because they've seen him on television or because he's visited their school. One in five U.S. families moves yearly; using a symbol recognized nationwide makes sense. And there's a McGruff House program in at least one community in almost every state. The states of Washington,

Minnesota, Utah, and New Mexico have legislated McGruff as *the* standard symbol for block homes.

Second, the McGruff House program has *built-in safeguards* against abuses. While no system is foolproof, the McGruff House program provides every possible precaution to insure the safety of children. Adults who volunteer their homes agree to a law-enforcement records check. McGruff House signs are numbered and released from the national inventory only after the law enforcement records check is passed. The coordinator, the Utah Council on Crime Prevention, maintains a registry of signs issued to approved applicant groups. Written guidelines are provided, together with an educational program. Local law enforcement participation is an important component.

Third, McGruff House is a *locally operated program*. It can be tailored to local needs and conditions. It is run by community volunteers and supported by local law enforcement and other community resources.

To Get Your Program Under Way...

Three elements are necessary:

Sponsor:
community-based organization, such as parent group (PTA-PTSA), neighborhood watch association, civic or service organization, school, etc. The sponsor will provide the committee which recruits for, implements, funds, and maintains the program in cooperation with law enforcement and school.

Law enforcement:
conducts records check, assists in training of children, parents and volunteer participants.

School:
focal point for implementation of the program.

Together, representatives from these entities should establish a committee to assess the need for, develop, implement, and maintain the McGruff House program. The committee's efforts, combined with a small budget for supplies and posters, a concerned community, and a volunteer coordinator are keys to a successful program.

At the first meeting of the committee, elect or appoint a coordinator or co-coordinators. Delegate responsibilities (to subcommittees if your program will be large) for various components of the program. You will need people or subcommittees to cover each of the following:

- recruitment
- applications processing
- education and training
- promotion
- monitoring
- maintenance
- finance

These can be combined. One volunteer or subcommittee, for instance, might start with recruitment but proceed to monitoring once the program is in place. Recruitment and promotion tasks could be combined. Applications processing and maintenance might be done by the same group.

Recruitment

Recruit early and often. Asking area residents to participate in the McGruff House program should be standard practice. It is best to organize or re-group efforts in the summer, to be ready when school starts again in the fall.

Anyone can volunteer his/her home as a McGruff House. However, at least one member in each volunteer household must be 18 or older. Most participants are parents of school age children but there is no requirement that you must be a parent to participate. Senior citizens, single adults, and adult couples without children can all make excellent McGruff House participants. All McGruff House volunteers must be appropriately screened and trained.

Suggested recruitment techniques include:

Brochures - Distribute an informational brochure announcing and explaining the program through the school. Include an application. Students can take these home. The school can make them available in its office.

Note: The school administration usually must approve in advance any materials which are being distributed through the school.

Fliers - Insert information about the program in parent packets at the beginning of the school year. A sample flier is Attachment #1A.

News Articles/Bulletins - Place news articles in PTA and community group newsletters. Notify local newspapers, radio and T.V. through press releases about the program. (See Attachment #1B)

Events - Make sure applications are available at all school functions. Set up a booth at the school's open house, safety fair, Back to School Night, etc., to acquaint the families living within the school boundaries with the McGruff House program. Have the McGruff House committee coordinator or a law enforcement representative give a brief talk to acquaint the parents with the McGruff House program and ask for their support and participation.

In the Community - Talk about the McGruff House program at meetings of community organizations (neighborhood watches, service clubs, church groups). Invite all those residing within the school's

attendance boundaries to participate, emphasizing that senior citizens, single adults, and adult couples without children are welcome.

Application and Screening

Distribution

The process is simple. Ask schools to distribute applications to all students to take home. Ask the PTA and other community groups to include an article and application in their newsletter. Make sure applications are available at all school functions. Mail or personally deliver applications to persons without school age children who you've identified as interested in the program.

Applicants simply provide their name and address, answer one or two simple questions, agree to abide by McGruff House rules, and agree to a police records check. (See Attachment #7 for sample Records Check Application).

Collection

Install a special McGruff House mailbox at schools for returned applications and personally collect those from the participants without school age children. *Make sure all applications are complete, signed by the applicant, and dated.*

Keep an accurate log of all applications. (See Attachment #2B, sample log sheet).

Mapping

Obtain a map showing the school boundaries from the school administration. Review applications and plot their locations on the map to make sure the McGruff Houses are well distributed and cover all areas. Each block should have one to three participating homes. If you have more applicants than you need, start a waiting list.

Law Enforcement Records Check

Law enforcement officials provide vital assistance to the McGruff House Program. In addition to their critical roles in education, training, and technical assistance, they provide the records check on each McGruff House applicant.

Arrange with your local law enforcement agency (police or sheriff) to run the records check on all needed applicants.

We suggest that whenever possible, applicants should be members of the community for a year or two before they participate as McGruff House volunteers.

Maintain a Waiting List

You may not be able to use every household which initially applies. Keep a waiting list of applicants to fill vacancies as they arise. Re-check to be sure the applicants have not moved and are still interested. Submit these new names as needed for a criminal history records check.

Approval/Disapproval

Any household where an adult is found to have a felony record should be disqualified from participation. Additional screening procedures might include checking for

- outstanding arrest warrants,
- reports of domestic violence,
- repeated drug/alcohol incidents, and
- cruelty to animals.

Juvenile records are inaccessible for review; however, a review of dispatch records for frequent summons to a particular address may assist in the screening process. Some states do not permit such a check. Be sure you understand your state's applicable records laws.

All background checks are confidential. Applicants either pass or fail the records check procedures. **No one** on the McGruff House committee will know why an application is not approved by police. Law enforcement agencies are to return to the committee only applications that pass the records check standards.

Keep a record of the status of all applications submitted to law enforcement. See Attachment #3B for a sample Applications Check Report which can be used to submit batches of applications. To avoid any misunderstanding, each individual application should be OK'd along with its annotation in the log.

No applicant can participate in the program without clearance from law enforcement.

The Approved Application

The McGruff House program coordinator receives the list of the applicants who have passed the records check requirements, determines the number of McGruff House signs needed and gives this information to the local law enforcement officer working with the program, together with a check for the $1.00 per sign rental charge.

In turn, the law enforcement officer places an order for the number of signs needed from:

McGruff House Program
Utah Council on Crime Prevention
4501 South 2700 West
Salt Lake City, UT 84119
(801) 965-4587

NOTE: Signs will be released by the Utah Council on Crime Prevention only with a written order on official stationery from the law enforcement representative indicating that records checks have been performed on all applicants who are receiving the signs.

The law enforcement agency representative receives the signs and conveys them to the local sponsor's program coordinator. The signs are *rented*, not sold, to the local group by the Utah Council. These signs remain the responsibility of the local group.

Each McGruff House sign has its own number for identification purposes. Upon receiving signs, the program coordinator and/or law enforcement representative will:

1. Assign a McGruff House sign number (found on the back of the sign) to each volunteer applicant by recording it on the application as well as on the McGruff House monitoring/evaluation form.

2. Develop a listing of the locations of approved signs. A copy should be given to the school principal and the local law enforcement agency. This master list should be reviewed on a periodic basis -- at least every two months -- so the sign can be collected from anyone who is moving. In heavily transient areas this should be done more frequently.

Training

After applications have been approved and the McGruff House signs received, the committee prepares an information packet to be given to the new McGruff House participant.

1. Prepare the packet:
   a. Use a file folder or an envelope.
   b. Write the sign number on the outside of the folder.
   c. Include the following in the packet.
      - A sheet of emergency phone numbers, e.g. police, fire, medical, poison control, animal control. (See Attachments #8 & #9.)
      - Names, addresses, and phone numbers for school, McGruff House committee members, and other personnel.
      - A copy of the McGruff House rules.
      - Basic child and community safety information.

2. Deliver the packet and start the program:
   a. Conduct a training session for all volunteer participants. (A sample agenda follows).
   b. Have a representative from each household sign the McGruff Sign log indicating receipt of the sign.
   c. Check to see that signs have been put in place properly.
   d. Arrange information sessions for children and parents about the functioning of the new McGruff House program.

Training for Volunteer Participants

Training and instruction to McGruff House participants regarding their duties, whether one-on-one or in a group, will be the responsibility of the sponsoring organization in cooperation with the local law enforcement agency. The training must be provided as soon as the signs have been assigned.

Instruct applicants on the proper way to display the McGruff House sign. Signs must be placed on the inside of a highly visible window -- never on a front door or screen door where they can be easily moved. They should be out of the reach of

small children. Signs should be mounted with two-sided, gummed mounting squares.

In the event a participant moves, the McGruff House sign must be returned immediately to the program coordinator. In the event the sign becomes faded or torn, the program coordinator can arrange for a replacement.

The participating organization is responsible for the safekeeping of any undistributed signs.

Training sessions should be held for all McGruff House participants once or twice a year -- how often will depend on the transiency of the neighborhood. The agenda on page 13 is suggested.

Training for Children -- McGruff House Assemblies

The McGruff House program is an important part of making communities safer for children. It augments but does not take the place of a good child protection education program.

In presenting McGruff House assemblies, it is important to remember that different age groups have different fears, concerns, safety problems, and learning abilities. If possible, assemblies should be held separately for upper (4-6) and lower (K-3) grades (alternatively grades K-1, 2-3, 4-6) . Also remember to involve older children as active partners in working with younger students.

It is important to recognize that the training has two main parts -- to teach children about the McGruff House program and to educate them regarding their contributions to their personal safety.

The sponsoring organization should work closely with the school principal and appropriate law enforcement officer(s) to set up a school-wide assembly or classroom learning setting.

A sample training agenda is provided on page 16.

Promotion

Public visibility and effective communication about the program are keys to success.

* Send press releases to all local media entities including newspapers, radio, and television.

* Invite civic leaders to tour the McGruff House Neighborhood.

* Have McGruff visit in person at safety days, back to school night, Officer Friendly visits, and community parades.

* Display neighborhood signs warning strangers that they are entering a McGruff House Neighborhood.

* Give regular update information on the program at PTA meetings and in organizational newsletters and Neighborhood Watch Brochures.

* Circulate news of instances where McGruff Houses have helped persons in distress.

* Refer to National Crime Prevention Council's *Ink and Airtime* for additional promotional ideas as well as ways to get the news media to "cover" your activities.

Monitoring and Maintenance

It is critical to the success of the McGruff House program that the committee establish a procedure to monitor the following:

* Status (moving in or out) of McGruff House volunteer participants to ensure only those who have passed the law enforcement records check have signs and ensure that signs have been returned where appropriate.

* Recovery of damaged signs (e.g. sun-faded, torn) and reissue or replacement signs.

* Records check should be updated yearly.

* Personnel changes in the home (children turning 18, additional occupants, etc.)

* Locations of signs.

* An up-dated waiting list to fill vacancies.

* Accurate records.

Monitoring

The Committee (or subcommittee) members should make periodic inspection tours of the McGruff House area. Monitors should look for proper display of signs, noting for replacement any signs which are faded or in disrepair. They should spot-check with volunteer participants about the amount and kind of McGruff House-related activity they have experienced.

Monitors will also check to see if the original applicant still lives there, or has moved or wishes to withdraw from the program. Other monitoring tasks are to check information needs of volunteers and children both, to help with training schedules and agendas either by providing further training for a group or by developing an entirely new training, and to note problems which might require more than routine attention.

Application Renewal

Each year, the McGruff House committee should renew the status of participants. If no members in the household have turned 18 within the previous 12 months, the previously filed application can be submitted for a renewal records check. Any household with a member having turned 18 years old within the past year or otherwise acquiring a new adult resident should file an amended application reflecting the individual(s).

Monitoring and Maintenance Checklist

- ❑ Is your map up-to date (for school boundaries and McGruff Houses both)?
- ❑ Are all signs logged?
- ❑ Are all applications filed and the files kept in a safe, secure place?
- ❑ Do the police and school administrators have a list of the approved McGruff Houses?
- ❑ Have you planned a follow-up meeting to thank volunteers -- and to talk to volunteers?
- ❑ Do you have a public relations plan to keep McGruff Houses in the public eye?
- ❑ Are you working with the school to schedule McGruff at assemblies and other events?
- ❑ Are you holding regular McGruff House Committee meetings?

Providing an Umbrella for Other Organizations

A regional or city-wide group might want to act as a prime McGruff House sponsor. Advantages of such a move could include

* stronger publicity impact, especially in larger metropolitan areas.
* Reduced costs through shared printing of local materials.
* Ability to coordinate training and promotional activities.
* Provide a network for local programs to assist each other.
* Coordinate legislative efforts to make the program more widely effective.

A few possible disadvantages include the potential for the loss of control and autonomy, greater difficulty in recruiting volunteers for a centralized program, and difficulty in applying organizational resources to a local situation.

The advantages are attractive, but they cannot be allowed to outweigh the absolute need for strong local programs on a school-by-school basis. McGruff House programs draw much of their success from the sense of community built by the volunteers, parents and school. Some "hybrid" form of organization, drawing from the strengths of both, may be desirable.

Local (per school) programs should, wherever possible, control their own distribution of signs and maintain separate logs and records.

Liability

The McGruff House program has been structured as carefully as possible to minimize potential questions of liability for all participants. Where the liability question has arisen, it has usually been determined locally that regular homeowners' liability insurance is entirely adequate.

You may wish to check with two types of local experts -- an attorney and an insurance representative -- to ascertain conditions in your state and locality. In addition to appropriate homeowners' insurance coverage, you should investigate (or more properly get an expert to investigate) your state's status with respect to Good Samaritan laws.

Good Samaritan Laws

A number of states have enacted laws which absolve people who help out in emergencies from general liability. Some of these are specific to medical personnel -- that is, doctors or nurses who stop to aid accident victims cannot be sued unless their behavior was extremely negligent. Other laws apply generally to any person helping another person in an emergency situation.

In some cases, the state law imposes a "duty" or requirement that an adult coming upon an emergency *must* assist to the best of his or her ability. Such assistance may consist simply of calling trained emergency personnel.

In a few cases, state law actually *requires that crime be reported* to local law enforcement. Fines are established for persons who witness a crime but fail to report it.

In addition, the law recognizes the special responsibility the *entire* community shares for its children. The law may not just permit but require that an adult offer a responsible level of help to a child in trouble, even though another adult would not be entitled to the same assistance.

The enclosed article from the September 1987 *Catalyst* outlines some recent research on this issue.

Get Your Picture

Every state's law is different on these subjects. In addition to the written law, the actual legal situation is also governed by what courts have said. Ask an attorney, a state legislator or your local District Attorney's office to investigate local legislation and court cases in these areas, and to recommend action appropriately.

In program after program around the country, liability has never been an issue for parents, other volunteers and children.

Volunteer Participant Training -- Sample Agenda

PURPOSE: McGruff House volunteers will be able to identify and explain what they should and should not accept responsibility for. They will know the actions appropriate to situations they are likely to encounter.

OBJECTIVES: Participants will be able to state the "**Rules of the House**" for McGruff Houses, demonstrate their application, explain how they can best assist in a variety of situations, and discuss the issues of their legal rights and obligations as participants in the program.

Introduction	3 min
Crime Prevention or Juvenile Assistance Officer to discuss problems school children face in this school area.	10 min
Show appropriate film/video. (optional)	15 min
Review McGruff House rules.	4-7 min
Solicit suggestions for possible questionable areas and problems from group.	4-6 min
Ask three pairs of adults to role play situations which reflect the group's concerns.	8-10 min
Restate rules, stress the simplicity of program and limited obligations of volunteers. Remind volunteers that there will be a re-check in one year on the signs issued.	5 min
Questions and answers.	10 min
Total	45-50 min with video

You may wish to hold a training for parents of children in the school. This could be part of a PTA session or it could be a specially called meeting. Its aim is to discuss ways to teach children how to react in emergencies, how to recognize and avoid dangers, and how the McGruff House program can help them and their children.

Parents should prepare their children to travel to and from school safely as well as reinforce the lessons the children will learn from other authorities in the McGruff House program.

Parents' Training -- Sample Agenda

PURPOSE: To help parents understand what and how to teach their children about walking (or riding) safely to and from school -- beyond traffic safety to personal safety; to place the purpose of McGruff House in this context.

OBJECTIVES: Parents will be able to impart basic safety skills in a non-threatening way; parents will be able to identify and help their children understand and wisely use McGruff Houses; parents will know the locations of McGruff Houses in their areas. Parents will be able to use the "walk with your child" technique to help make their children's trips to and from school safer.

The following is a sample proposed agenda:

Introduction/Welcome	Chief of sponsoring group	2-3 min
Basic Explanation of McGruff House (and pass out brochure and rules)	McGruff House Chair	7-8 min
Child Protection Education - Tip for Parents and Comments on Local Conditions	Crime Prevention Officer or Juvenile Officer	8-12 min
Film-video if appropriate		15 min
McGruff Houses -- where? (pass out selection criteria & locations)	Member of committee	6-8 min
Walk With Your Child -- A Safety Technique to Spot McGruff Houses (and potential hazards)	Member of committee	5 min
	Total	50 min

Walk With Your Child

Parents should walk or ride their children's route(s) to and from school with them and point out:

1. The McGruff House locations. This is especially important in suburban and rural areas where the sign may not be easily seen from the road.

2. Any places the children should avoid -- such as deserted alleys or buildings, vacant lots, or recessed doorways.

Use this walk as an opportunity to discuss all aspects of crime prevention with the children. They should know that being alert, aware and prepared is not the same as being frightened or careless.

Parents should also be sure children know:

* Their full name and address, including city and state.
* Their full telephone number, including area code.
* How to use the telephone, both push button and dial, to make local, long distance and emergency calls, and to reach the operator.
* To always have 25 cents to use in a pay phone.
* To use the buddy system at play or going to and from school.
* That a stranger is someone you don't know.
* That if they are being followed by a car or person on foot, they should run to the nearest **McGruff House**.
* Never to go anywhere with another adult, even one who says the parent has sent him unless permission was given **beforehand**. (Use a family "password," to be given by any non-family adult if they are to pick up your child. Teach the children that they must never tell this password to *anyone* else)
* That harm can come from people they know, as well as strangers.
* That no adults have authority over them simply because they're bigger. (Strangers often use enticements, asking children to help them find a lost puppy, offering to pay for a video game, or asking children to take a walk to "show" them something)
* That there *are* many adults children can trust and ask for help such as parents, school principal, teachers, family members, law enforcement officers, etc.

Finally, parents should stress:

* That they want to be told whenever anything happens that makes their child feel strange or "funny" in any way.
* That parents cannot be with their children at all times, and children can help keep themselves safe by always telling their parents when something is said or done that makes them feel uncomfortable.

Sample Agenda for Training Children

PURPOSE: To enable children to benefit from the McGruff House Program; to give children skills to enhance their ability to protect themselves (and friends).

OBJECTIVES: Children will be able to explain what a McGruff House is, what kinds of help are and are not available from a McGruff House, and what an emergency is with respect to using a McGruff House. Children will also be able to effectively employ basic safety and self-protection strategies likely to be applicable in their daily circumstances.

Pre-Assembly

1. Students should have classroom discussions about personal safety to and from school, about self-care and safe play habits and about emergencies. Local crime prevention officials can help frame these discussions.
2. McGruff House Volunteer Training should be done and signs posted.

Assembly

Introduction	Principal McGruff House Coordinator	3 min
Pass out McGruff House facts, brochures & coloring copy of sign.	Sponsoring Organization	3-5 min
Explain McGruff House idea - what it does.	Coordinator	5 min
Ask students to "give back" examples.	Principal	5 min
Explain what McGruff House is not.	Coordinator	5 min
Ask kids to "give back" examples.	Principal	5 min
Explain safe to & from school & play behaviors.	Crime Prev/Juvenile Officer	6-8 min
Ask what questions kids have. Respond. How many would use a McGruff House? Pick 3-5 of various ages. Ask them to explain why.	Principal, CP Officer	6-8 min
If possible, have Mc Gruff appear at this point.		5 min
	Total	50 min

Post assembly -- feedback mechanisms not only enhance future presentations, they reinforce student learning. Coloring the sign, writing a McGruff House story or play, or reporting on the meeting -- all are creative ways to promote and reinforce the idea.

Attachment # 1 A

Help Our Kids!

McGruff House -- a resource for children who find themselves in emergency or frightening situations, such as being bullied, followed, or hurt.

_____ is recruiting people to be McGruff House volunteers to make emergency phone calls for children in trouble and watch out for neighborhood children as they go to and from school.

Who can volunteer? Any household with a resident 18 or older who will complete, sign and return a form permitting a law enforcement background check. (No individual who has an arrest record will be accepted).

After a short training session, the _____ will issue numbered McGruff House signs to be displayed in participants' windows 24 hours a day.

Interested in helping out? **Please come to a meeting on**:

_____ **at**

_____

or call_____ **for more information!**

Attachment #1B

Sample Press Release

McGruff Houses Come To (name of community)

What's a kid to do if an older boy bullies him on the way to school, if she's scared of an unleashed dog, if he sees an accident, or if a stranger follows her in a car? One answer is to look around and ask for help from a house that displays a sign with a figure that children know and trust -- McGruff.

Children in the _____ (school area, community) will have McGruff Houses to turn to, under a program sponsored by (your group), starting (this month, next week, e.g.). Training and information sessions are being held for volunteers, parents and students.

A McGruff House is a temporary haven for children who find themselves in an emergency or frightening situation such as being bullied, followed or hurt while walking in a neighborhood. Individuals who volunteer their homes as McGruff Houses agree to make emergency phone calls for children in trouble and watch out for neighborhood children as they go to and from school. A McGruff House is **not** a medical aid station, a restaurant, or a public restroom.

What makes McGruff House different from other block parent programs?

* First, McGruff. The houses display a symbol -- McGruff, the trench-coated spokesdog for crime prevention -- that 99% of children recognize because they've seen him on television or he's visited their school. One in five U.S. families moves yearly; using a symbol recognized nationwide only makes sense. And there's a McGruff House program in at least one community in almost every state. The States of Washington, Minnesota, Utah and New Mexico have legislated McGruff House as their state standard for block homes.

* Second, the McGruff House program has built-in safeguards against abuses. While no system is foolproof, the McGruff House program provides every possible precaution to insure the safety of children. Adults who volunteer their houses agree to a law enforcement records check. McGruff House signs are numbered and released from the national inventory only on written approval from law enforcement. The national office maintains a registry of signs issued to local groups, who in turn keep records of signs issued to approved applicants. Written guidelines are provided together with training suggestions and an educational program.

The McGruff House (coordinator, chairman) for the _____(School area, community)is _____. S/he can be reached at (address, phone).

Attachment #2A

(Sample - to be typed or reproduced on local stationery)

McGruff House Application

Dear McGruff House Applicant:

Thank you for your interest in the McGruff House Program. Please complete the enclosed application, and have each member of your household who is 18 years or older sign the statement giving permission for a law enforcement records check. This procedure provides an important measure of safety for the Program; no one who has an arrest record will be accepted as a McGruff House volunteer.

After applications are received, processed and mapped, we will notify those selected for the initial training and sign distribution.

All the information you provide will be treated as confidential and stored in a secure location. If you have any questions or need more forms, please contact _____
at

_____

Sincerely,

The _____
McGruff House Committee

Attachment #2B

Mc Gruff House Applicant Log

Name, Address, Phone	Submitted to Law Enforcement (date)	Law Enforcement Approval (date)	Sign No.	or	Waiting List (No/Yes)

Attachment #3A

Responsibilities/Duties of a McGruff House Participant

The McGruff House Participant is Expected to:

* Call for help in emergencies;
* Monitor the activities of the children during the hours they are going to and coming from school;
* Report any suspicious circumstances to the proper authorities;
* Have readily available, materials to record descriptions, license numbers, etc., for reference when reporting incidents to law enforcement;
* Offer medical assistance in emergencies only, and only to the extent qualified to do so.

McGruff House Participants Should Avoid:

* Providing toilet facilities;
* Providing food/beverage for children;
* Transporting any child;
* Administering first aid, except in extreme emergencies.

The McGruff House Volunteer has no legal status other than a private citizen who has volunteered to act in a responsible manner in possible emergency situations involving children.

We suggest that homeowner/renter insurance be in force to protect, where possible, against the unlikely contingency of injury to the child while at your home.

Keep the McGruff House Poster displayed even when your home is not occupied.

Attachment #3B

Sample Law Enforcement Application Register

To: Sponsoring Group _____

Chair's Name _____

Address _____

_____

Phone_____

From: Law Enforcement Agency _____

Address _____

Phone _____

Contact Name _____

The following applicants have passed the Records Check procedure for participation in the

_____(school) McGruff House Program.

Name	Address	Date Submitted	Date Returned

Attachment #4A

McGruff House Event Log

Date	Description	Adult Volunteer/ Child Involved

Attachment # 4B

HOME ALONE SAFETY CHECKLIST

Important information to have nearby for children who are home alone.

My family

My Dad's work phone ( )

My Mom's work phone ( )

Other Relative

Home ( ) Work ( )

Neighbor

Church

About me

My Birthday

My Height

Things I'm Allergic to

Medicines I Take

My Special Needs

My name is

My address is

My phone number is ( )

These are people who can help me in an emergency

Police Emergency

Non-Emergency

Fire Department

Doctor

Poison Control

Ambulance

Hospital

My neighborhood

School

Babysitter

My Age

My Weight My Blood Type

TAKE A BITE OUT OF CRIME®

TELEPHONE NUMBERS FOR SAFETY

TAKE A BITE OUT OF CRIME®

Mom at work

Dad at work

Police

Fire

Emergency Poison

My Neighbor

Provided by:

Attachment # 5A

McGruff House: Emergency Telephone Numbers

Police _____

Fire _____

Ambulance/Paramedics _____

Poison Control _____

Animal Control _____

School _____

Neighborhood Watch _____

McGruff House Program Coordinator _____

Neighbors _____

_____

_____

Post These Important Numbers Near Your Telephone!!

Attachment #5B

McGruff House Operating Guidelines

1. The McGruff House participant is expected to phone for emergency help needed by any child.

2. The McGruff House participant is to watch the street and monitor the activities of the children during the hours they are going to and coming from school and to report immediately to appropriate authorities if a child is lost, hurt, frightened, bullied, or appears to be in danger.

3. Have paper and pencil readily available to record descriptions, license numbers, etc., for reference when reporting any incident.

4. Participants offer medical assistance in clear emergencies only to the extent that they are qualified by other training. Emergency medical help numbers should be posted. That help and/or the parent(s) should be called. **Do not administer medication of any sort.**

5. Participants should not transport any child because of this program.

6. Participants should not provide toilet facilities and food/beverages to children seeking McGruff House help.

7. The McGruff House participant's legal status is that of a private citizen who has volunteered to act in a responsible manner in possible emergency situations involving children. It is suggested, however, that standard homeowner's insurance be in force to protect against the unlikely contingency of injury to a child who is on your property because of the program.

8. The McGruff House sign should be left up even when you're not home -- its absence could alert burglars that the house is empty.

9. Participants do not provide babysitting services or a place to "warm up," or "cool down."

10. A participant must notify the sponsoring organizations immediately if the household can no longer participate in the McGruff House program, or if the window sign is stolen or misplaced or becomes torn or faded.

Misplaced or stolen signs can be used to accomplish exactly what the McGruff House program is trying to prevent.

Attachment #6A
Here are some points parents should include in child protection. You can copy this list and provide it to parent groups.

Checklist for Parents

1. Have you taken time to teach your children safety rules in a clear way that the children can understand?

2. Do you have a family safety plan, including a family secret password?

3. Could you give the police a complete description of your child -- a description so clear that the child would be immediately recognizable?

4. Do you know what your child was wearing when s/he left the house?

5. Do you use check-in procedures so you always know where your children are?

6. Do you know what a McGruff House is? Have you taught your child how to use one?

7. Have you taken a Safety Walk with your children over routes they often travel?

8. Can you describe to your child what a stranger is?

9. Have you talked with your child about what to do if approached by a stranger?

10. Have you removed markings from your child's clothing which would help someone know you child's name (name on shirt or backpack, etc.)?

11. Do you know the safety procedures for taking your children shopping with you?

12. Do you know the route(s) your child uses to get to and from school or their friends' homes?

13. Do you know the neighbors who live around you?

14. Do you know your children's friends and their parents' names and phone numbers?

15. Do you have current identifying information about each of your children? Do you know where it is?

Attachment #6B

To: _____ (Law Enforcement Agency)

VIA McGruff House Program Coordinator

(Coordinator's name)_____

Address_____

_____

Phone _____

Participation in the McGruff House program requires all household members 18 years and older to undergo a law enforcement records check. Prospective applicants may wish not to apply if there is any record of arrest for:

Violent crimes;
Unlawful use or possession of alcohol or other controlled substance;
Child molestation or sexual abuse;
Or any other crime of moral turpitude.

Please completely fill out the following information and return it to

_____

by_____

Attachment #7

MCGRUFF HOUSE PROGRAM
LAW ENFORCEMENT RECORDS CHECK APPLICATION

Please print

ADDRESS_____

TELEPHONE NUMBER _____

PREVIOUS ADDRESSES (for the past five years, if not at above address)

_____FROM _____TO _____

_____FROM _____TO _____

_____FROM _____TO _____

FULL NAME OF ADULT _____

DATE OF BIRTH _____SOCIAL SECURITY NO. _____

DRIVER'S LIC. STATE _____NO. _____

FULL NAME OF ADULT _____

DATE OF BIRTH _____SOCIAL SECURITY NO. _____

DRIVER'S LIC. STATE _____NO. _____

FULL NAME OF ADULT _____

DATE OF BIRTH _____ SOCIAL SECURITY NO. _____

DRIVER'S LIC. STATE _____NO. _____

FULL NAME OF ADULT _____

DATE OF BIRTH _____ SOCIAL SECURITY NO. _____

DRIVER'S LIC. STATE _____NO. _____

Do you have any obstacles (i..e. unchained dogs, locked gates) that might prevent or make it difficult for children to enter your property?

YES ___ NO ___ If yes, please explain _____

_____

Do you have any objection to children being on your premises in emergency situations?

YES ___ NO ___ If yes, please explain _____

_____

By this application to participate in the MCGRUFF HOUSE PROGRAM , I/we understand and agree I/we will to the best of my/our ability abide by its rules and regulations.
Permission is hereby granted for a law enforcement records check to be performed. The undersigned waive(s) all right of privacy regarding criminal history information, understanding that all McGruff House Program records are confidential. (Each individual adult listed above sign the application).

Applicant	Applicant
Date	Date
Applicant	Applicant
Date	Date

Applicants are not automatically selected as McGruff House participants. Often more applicants apply than are needed in that area at that time. Therefore a reserve or waiting list may be created as a future resource.

The above household at _____(address) has passed the records check for participation in the MCGRUFF HOUSE Program.

LAW ENFORCEMENT REPRESENTATIVE	AGENCY	DATE

Attachment # 8A

(SAMPLE - TO BE TYPED ON LOCAL STATIONERY)

ACCEPTANCE LETTER

Dear _____,

Congratulations! Your recent application to participate in the McGruff House Program has been accepted. We have scheduled a short training session for all McGruff House participants at _____(address)_____

on_____(day/date).

The meeting will discuss the responsibilities of a McGruff House volunteer in detail and provide materials to help you. McGruff Sign # _____ will be issued to you at that time. If you cannot attend this meeting, please call _____ to make other arrangements.

We are enclosing a copy of the Rules. Please read them and write down any questions or concerns so we can discuss them at the training meeting.

Thank you for your willingness to add your name to the list of persons willing to give time for our children.

Sincerely,

_____
McGruff House Committee

McGruff Sign Check Out Form

Every sign must be checked out by an adult whose application has been approved!

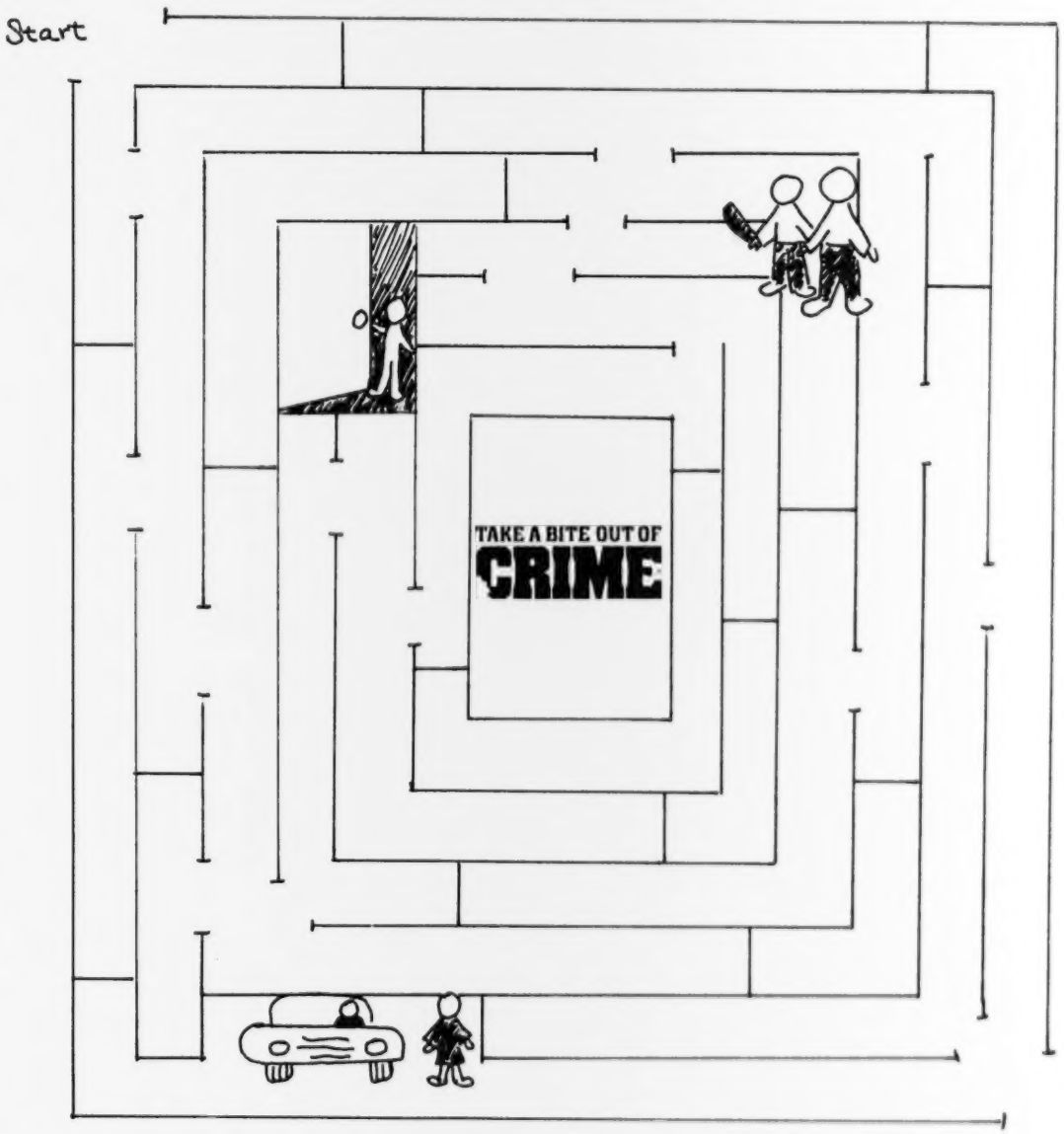
Number	Name of Approved Applicant	Address	Signature of Applicant	Date Sign Issued	Status at 3/6/12 Months

Attachment #9A

McGruff says, "if you're lost or need help contact the police, your school teacher or go to a McGruff House."

Attachment #9B

The McGruff House Game



Hi kids, McGruff here with a game for you play and also to tell you about my McGruff House. If you are scared, hurt, bullied or lost, look for a house with my picture on the window or door -- someone there will help you!

Now let's see if you can find your way from me to my house -- good luck!